

3015

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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09/24/98

Revised

**TITLE: PARK SUPERVISOR**

**DEFINITION**

Under general supervision, to plan, organize, supervise, and participate in the maintenance, repair, and construction of park and recreational area landscapes and grounds; to provide responsible and technical staff assistance; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a supervisory level classification in the park facilities management series. Positions in this class work under the general supervision and exercise independent judgment in the performance of a variety of technical, complex, and difficult park and recreational facility supervision duties with only occasional instruction or assistance. Incumbents are expected to be responsible for program administration involving the selection, supervision, training, and evaluation of subordinates. Incumbents in this class may also be assigned to the administration of park landscape contracts.

**REPORTS TO:** Park Superintendent

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Park Superintendent. Exercises general supervision over technical, skilled, and semi-skilled staff in labor and trades classifications.

**EXAMPLES OF DUTIES**

- Duties may include, but are not limited to, the following:
- Plan, review, and supervise the work of crews in widely scattered locations engaged in park and recreational facility maintenance, repair, and construction.
- Review work orders and schedule personnel and equipment in accordance with job requirements.
- Inspect park areas and project sites to evaluate work progress, resolve work problems, and determine additional needs.
- Supervise the maintenance and preparation of athletic fields and swimming pools and the grading, filling, and shaping of baseball diamonds; supervise the installation of bases, infields, and field markings according to the scale required by the type of play.
- Supervise and participate in the installation and maintenance of sprinkler systems and establish irrigation schedules.
- Direct and supervise the installation of fencing and lights.
- Prepare and supervise the maintenance of a variety of records and reports, including computerized records and programs.
- Supervise the planting and care of specialized decorative areas and the seeding, fertilizing, and maintenance of lawn areas.
- Prepare requisitions for materials and supplies and assist in preparing equipment specifications.

- Read and understand construction and landscape plans.
- Prepare bid specifications and facilitate bid inspections for contract landscape maintenance areas.
- Inspect the work of landscape maintenance contractors.
- Supervise and participate in the preparation and application of chemicals for the control and eradication of plant and lawn pests and diseases.
- Assist in budget preparation and control.
- Select, supervise, train, and evaluate subordinates.

In addition to the above, when assigned to Park Supervisor (Landscape Contract Administration), duties may include, but are not limited to, the following:

- Coordinate and administer all landscape contract activities for the Parks Division.
- Monitor all work activity completed by contractors.
- Prepare and evaluate bid specifications.
- Perform related on-site inspections and coordinates related inspection by field staff.
- Coordinate the preparation of related contract documents.
- Authorize payment for completed work.
- Resolve problems with contractors.
- Respond to related citizen complaints and inquiries.
- Prepare Council reports and other reports as needed.
- Monitor and review all department utility expenditures.
- Prepare purchase requisitions as needed.
- Prepare and maintain relevant records and documentation.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of landscaping, landscaping maintenance, and building construction and repair.
- Methods, materials, and equipment used in the maintenance, repair, and construction of park and recreational facilities and equipment.
- Recordkeeping and reporting procedures.
- Principles and practices of constructing and maintaining athletic fields and playgrounds.
- Principles and practices of administration, budget, and personnel management.
- Principles of selection, supervision, training, and performance evaluation.
- Hazards and accepted safety precautions of the construction trades.

- Contract administration.

**Ability to:**

- Plan, review, and supervise the work of crews in park and recreational facility and grounds maintenance, repair, and construction.
- Prepare and maintain a variety of records and reports.
- Communicate clearly and concisely, orally and in writing.
- Read and interpret plans and specifications.
- Estimate time, materials, and equipment needed to perform maintenance and repair work.
- Select, train, supervise, and evaluate subordinates.
- Work overtime as scheduled.
- Administer landscape and related parks maintenance contracts.
- Monitor and evaluate work completed by contractors.
- Prepare specifications for contract bids.
- Operate personal computer and related software programs.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to the completion of an Associate Degree from an accredited college or university in landscape architecture, environmental services, horticulture, arboriculture, contract administration, construction, or a related field that includes the completion of specialized coursework related to park and recreation facilities and programs. Up to two years of additional experience may substitute for the required education.

**Experience:** Four years of increasingly responsible experience in the construction and maintenance of park and recreational facilities. Two years of experience in a lead or supervisory capacity is highly desirable.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of, or ability to obtain, a valid Class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Park Supervisor

**TO:** Park Superintendent